

## VOLUNTEER SERVICE, IOWA COMMISSION ON[817]

### Notice of Intended Action

**Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)“b.”**

**Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.**

Pursuant to the authority of Iowa Code section 17A.3 and chapter 15H, the Iowa Commission on Volunteer Service gives Notice of Intended Action to adopt amendments to Chapter 8, “Iowa Youth Mentoring Program Certification,” Iowa Administrative Code.

The current rules establish procedures for the certification of youth mentoring programs to ensure that certifications are handled in a fair and orderly manner. The proposed amendments provide clarification on the certification process and add additional requirements to the areas of background checks and screening.

Public comments concerning the proposed amendments will be accepted until 4:30 p.m. on September 13, 2012. Interested persons may submit written or oral comments by contacting Sarah Hinzman, Iowa Commission on Volunteer Service, 200 East Grand Avenue, Des Moines, Iowa 50309; telephone (515)725-3091; or e-mail [Sarah.Hinzman@iowa.gov](mailto:Sarah.Hinzman@iowa.gov).

The Iowa Commission on Volunteer Service will hold a public hearing on September 13, 2012, from 1 to 2 p.m. to receive comments on these amendments. The public hearing will be held in the Iowa Tourism Conference Room, Iowa Economic Development Authority, 200 East Grand Avenue, Des Moines, Iowa.

After analysis and review of this rule making, no impact on jobs has been found.

These amendments are intended to implement Iowa Code chapter 15H.

The following amendments are proposed.

ITEM 1. Amend **817—Chapter 8**, introductory paragraph, as follows:

The purpose of the Iowa mentoring partnership is to certify mentoring programs that meet standards outlined in the Elements of Effective Practice for Mentoring™, published by the National Mentoring Partnership, that have been established for youth mentoring programs. The Iowa mentoring partnership also provides training, resources and support services to local mentoring programs. In partnership with certified programs, the Iowa mentoring partnership strives to increase the capacity of mentoring programs, raise statewide awareness of the positive benefits of mentoring children and youth, promote effective screening and safety procedures, and enhance the quality of mentoring relationships in Iowa.

ITEM 2. Amend subrule 8.3(1) as follows:

**8.3(1)** Specific questions are included on the application regarding mentoring program operations, screening and safety procedures, training, number of mentors and mentees, structure of the program, and other information to determine whether the program meets the certification standards established in rules 817—8.4(15H) and 817—8.5(15H).

ITEM 3. Amend rule 817—8.4(15H) as follows:

**817—8.4(15H) Basis for certification standards.** The commission has established standards to certify youth mentoring programs. These standards are based on the Elements of Effective Practice for Mentoring™, published by the National Mentoring Partnership. These elements are based on the work of a panel of experts convened by the National Mentoring Partnership to produce a set of rigorous mentoring guidelines, providing the gold standard for quality mentoring for more than a decade.

**8.4(1) Statement of purpose.** The mentoring program should have a statement of purpose and a long-range plan that ~~include~~ includes:

a. to e. No change.

f. Risk management plan.

**8.4(2)** No change.

**8.4(3)** *Orientation.* The mentoring program shall have an orientation for mentors and mentees that includes:

a. to g. No change.

h. Definition of appropriate and inappropriate contact, and a statement that informs mentees and parents/guardians on how to report inappropriate contact.

**8.4(4)** No change.

**8.4(5)** *Training curriculum.* The mentoring program shall have a readiness and training curriculum for all mentors and participants that includes:

a. to k. No change.

l. Information on what is considered inappropriate contact, and what to do if such contact occurs.

m. Information regarding safe meeting spaces and meeting place guidelines and restrictions.

**8.4(6)** to **8.4(10)** No change.

**8.4(11)** *Additional certification standards.* The commission also utilizes the Elements of Effective Practice for Mentoring™, published by the National Mentoring Partnership, to determine the primary areas of review for mentoring program certification. These areas are intended to indicate whether programs are operating under the quality policies and procedures established by a national panel of mentoring program experts, researchers and others.

a. and b. No change.

c. *Minimum monthly contact.* Mentoring programs shall meet minimum requirements for monthly contact based on program type.

(1) Matches in community-based programs shall meet for a minimum of four hours per month with a consistent schedule.

(2) School-based programs shall meet for a minimum of two hours per month with a consistent schedule.

(3) E-mentoring programs shall have contact via secure, supervised e-mail a minimum of once per week.

d. and e. No change.